



## *The Village of Biscayne Park*

600 NE 114<sup>th</sup> St., Biscayne Park, FL 33161

Telephone: 305-899-8000 Facsimile: 305 891 7241

**DATE:** April 6, 2018

**TO:** Mayor and Commissioners

**FROM:** Krishan Manners, Village Manager

**RE:** Village Update

Mayor and Commissioners:

**Tomorrow, Saturday April 7<sup>th</sup>, join us for the ANNUAL ARBOR DAY event at which we will be working with our PARKS & PARKWAYS BOARD TO CREATE A BUTTERFLY & BIRD GARDEN on the median at 114<sup>th</sup> Street & 7<sup>th</sup> Avenue. All volunteers are welcome!**

- **Comprehensive Annual Financial Report (CAFR):**  
The 2016 audit is underway and the auditor is requesting information from various departments in the Village. We anticipate having the auditors at Village Hall in the next two weeks to locate documents and continue the process.
- **FINANCE:**  
In addition to the information above, all payroll and payables are current. Banking accounts are in the process of being changed to new bank (FCB) with higher interest rates. Work continues on preparing the 2017 books so we can begin the 2017 Audit as soon as 2016 is complete.
- **CODE:**  
Code Officers have been entering new code cases, re-inspecting open cases for compliance, closing complied cases, filing and reviewing all open Administrative Citations, sending letters to residents for unpaid citations. Reviewing old board cases to ascertain if fines have been paid, if they've come into compliance, and ensuring they are filed in their designated locations. Sending out notices of violation for cases not in compliance. Assisting residents in person and on the phone with respect to the notices they receive or questions they have. Performing lien searches. Christina Caserta has performed Village Clerk duties at the Commission meeting and performing email blasts.

### **Enforcements by Category for this week:**

Admin Citations Issued: 12  
Closed Cases: 13  
Notices to Appear: 11  
Total New Cases Opened: 63



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### **Report Totals for this week:**

ADDRESS DISPLAY - 2  
ADMIN CITATION – 12  
CARPORTS - 1  
CONSTRUCTION MATERIALS -1  
DIRTY AWNINGS – 1  
DRIVEWAY / APRON /SWALE PAVING - 1  
FENCES / WALLS - 3  
INOPERABLE/ABANDONED VEHICLE(S) - 3  
JUNK/DILAPIDATED MATERIALS – 5  
NUISANCE/LIFE SAFETY - 2  
OVERGROWN GRASS/WEEDS/HEDGES -1  
PAINTING EXTERIOR – 5  
PARKING ON GRASS – 3  
PERMIT REQUIRED – 4  
POOL WATER MAINTENANCE: 1  
PROPERTY MAINTENANCE – 8  
ROOF CLEANING - 3  
RV/TRAILERS - 1  
SIGNS – 1  
TRASH/GARBAGE CANS/YARD WASTE – 1  
UNSAFE STRUCTURES - 1  
WATERCRAFT STORAGE - 3

- **POLICE:**  
**Police Department's Statistics for the Period**  
**Total Cases: 23**

Total Cases by Category  
Alarms: 3  
Assist another Agency: 5  
Sick/ Injured Person: 2  
Suspicious Person/Vehicle: 6  
Information/ Non-Criminal Investigation: 5  
Traffic crash: 0  
Vehicle Burglary: 1 (attempted)  
Identity Theft: 1  
Stolen Vehicle: 0

**Significant Activity: 1**  
**1 Attempted vehicle burglary**



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- **PARKS & RECREATION:**

The Parks and Recreation Department would like to thank everyone who assisted in making our Annual Spring Egg Hunt a success:

- Dan Samaria (Creepy Critters) and Rosemary Wais – Raffle and Contest Table.
- Dan Ward (Skyward Kites) – Kite Donation.
- Maria Camera, Mailan Nguyen, Lizzy Cajas and the Public Works Department.

The P&R Manager performed a Spring Egg Hunt review and follow up. Replaced broken/dated thermostat in meeting room with energy efficient programmable thermostat. Met with The Biscayne Park Foundation to prepare for the Earth Day event. Attended a “Meeting with Florida State Parks Director” (Eric Draper) March 28<sup>th</sup>. Parks and Recreation reps from South Florida were invited to a round table discussion to meet and speak with Eric Draper the new Director of Florida State Parks. Weekly grounds and building maintenance. Have received the repaired sun shade for the Tot Lot and we are scheduling the installation.

- **PUBLIC WORKS:**

Public Works staff completed their routine daily and weekly tasks. Repaired the counter at both Building Department and Administrative Assistant window inside Village Hall’s lobby. Repaired the counter inside the Police Department lobby. Hung two (2) folder holders inside Village Hall’s lobby for permit applications. Installed a new pet waste station near the log cabin to replace the one that was damaged. Met with J&P Security about the installation of the security cameras. Installation is set for next week. Lassetter Plumbing is installing the new backflow at 114<sup>th</sup> Street & 7<sup>th</sup> Ave for the new butterfly garden. Planted five Oak trees on the median at 114<sup>th</sup> Street,

Prepared everything for Arbor Day. All the plants have been purchased and are being transported to the median on 114<sup>th</sup> in preparation of tomorrow’s Parks & Parkways planting event.

- **ADMINISTRATION:**

An offer of employment has been made for a new Village Clerk. She is currently undergoing background/drug screenings and will begin as soon as possible afterward. Manager attended P&Z and Commission meetings this week, Egg Hunt last Saturday. Continuing to work with H2O and FEMA regarding our FEMA reimbursement. Working with our consultant for employee insurance renewals. Commissioner Bilt and Manager met with FDOT again for traffic calming solutions for 6<sup>th</sup> Avenue.

**Have a great weekend!**